

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 4th December 2018 at 7:00pm.

Present: Mr C Wickenden (Chair), Messer's R Abeywardana, M Boniface, & J Jarvis.

Minutes: Lynn Povey (Assistant Clerk)

1. **Public Questions** – None.
 2. **Apologies** – Mrs B Ditcham, Mrs L Ashley, Mr M Bray, Mr M Alder, Mr R Mantel & Mr J Bowley.
 3. **Declaration of interest in items on the agenda** – None.
 4. **Dispensations** – None.
 5. **Matters arising & action points**
 - 5.1 The Piggott School – Mr Stephen Conway met with some students to gain their view of Twyford and its future. Mr C Wickenden said that it was a good meeting and he will circulate the report.
 - 5.2 Neighbourhood Plan Logo approval – designed by Anthony Lawrence and Mr R Abeywardana. Approved in November.
 - 5.3 Flyer – Approval of costs needed. It was proposed by Mr M Boniface, seconded by Mr J Jarvis and unanimously agreed to the cost of £101.70 to produce 5000 flyers. Referred to the Planning & Amenities committee for final approval.
 - 5.4 Banners – Quotations received for 8, 8-foot by 3-foot banners (circulated 29/11/18). It was proposed by Mr J Jarvis, seconded by Mr R Abeywardana and unanimously agreed to go with the quote from Dannells (need a banner) for the total of £42.36 each + vat. Referred to the Planning & Amenities committee for final approval.
 - 5.5 Email address – did we want an email address for the Neighbourhood Plan? (YOURfutureTWYFORD@twyfordparishcouncil.gov.uk). It was proposed by Mr J Jarvis, seconded by Mr R Abeywardana and unanimously agreed to set up a Neighbourhood Plan email address for the Assistant Clerk to manage. The Assistant Clerks hours to be reviewed if we receive an influx of emails. Clerk to set up email account.
 - 5.6 Third party email received requesting an update. Clerk to reply to the third party thanking them for their communication but decline to liaise with them at this point.
 - 5.7 Hub – There was a view that the use of the word 'hub' could promote development & raised concern. Councillors to think of an alternative word. Missed off the December agenda, carried forward to January.
 6. **Minutes of the meetings held on 1st & 2nd October 2018 & 5th & 6th November 2018.**
 - 1st October (Working Group) – Proposed by Mr J Jarvis, seconded by Mr R Abeywardana. Motion carried nem con.
 - 2nd October (Sub-Committee) - Proposed by Mr R Abeywardana, seconded by Mr J Jarvis. Motion carried nem con.
 - 5th November (Working Group) – Proposed by Mr J Jarvis, seconded by Mr R Abeywardana. Motion carried nem con.
 - 6th November (Sub-Committee) - Proposed by Mr R Abeywardana, seconded by Mr J Jarvis. Motion carried nem con.
 7. **Feedback from team 1 – Housing & Transport (BW&CW).** Mr C Wickenden to circulate notes.
 8. **Feedback from team 2 – Future Village (RA&MB).** Mr C Wickenden to circulate notes.
 9. **Feedback from team 3 – Village Engagement Team (MA,LA&RM).** Mr C Wickenden to circulate notes.
- There has been some confusion over what the Sub-Committee does. The Sub-Committee as Parish Council representatives organise and vote for funds etc to assist with the Neighbourhood Plan. The Working Group is the driving force.
- There was discussion of a slight change around to the Council Leads. Details below:
- Team 1 – Mrs B Ditcham & Mr M Boniface
Team 2 – Mr M Bray & Mr C Wickenden
Team 3 – Mrs L Ashley, Mr R Abeywardana, Mr M Alder & Mr R Mantel.
- Carried forward to January for discussion/confirmation. Confirmation also needed from Nick Healey, Terri Jones & Stef Abrar as to which team they wish to join – Clerk to send an email.

10. Social Media (RA)

10.1 Facebook – Good engagement. Will continue to add details.

10.2 Twitter – Some positive feedback. Will continue to add details.

10.3 LinkedIn – Mr R Abeywardana to liaise with Mr J Jarvis for setting up a non-personal account.

11. Questionnaire update (LA) – The questionnaire will consist of three sections and will be distributed at the end of February. Completed questionnaires are due back by the end of April. In the interim, a focus group will be set up to trial the questionnaire.

11.1 Survey Monkey – The decision was made to use Wokingham Borough Councils consultation software therefore we will not be proceeding with Survey Monkey. Mr C Wickenden & Ms Josie Daman liaising with WBC.

11.2 Prizes (RA) – These are in place (La Fontana, Castle Royle, Champagne).

11.3 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. It was proposed by Mr J Jarvis, seconded by Mr R Abeywardana and agreed unanimously to set up the Freepost option. Referred to Planning & Amenities for final approval.

11.4 Floor Store – Drop off point in the village. Mrs B Ditcham has acquired a post box to be placed into the shop. Clerk to drop off/arrange drop off the post box in the New Year.

11.5 PO Box - £222.50 for 12 months use. It was proposed by Mr R Abeywardana, seconded by Mr J Jarvis and agreed unanimously to set up the Freepost option. Referred to Planning & Amenities for final approval.

12. WBC plan update

12.1 Next steps towards carefully planned development in borough (circulated by LM 19/10/18).
Noted.

12.2 Neighbourhood Plan funding (circulated 31/10/18). Noted.

12.3 Meeting between Ian Church & James McCabe of WBC and Mr C Wickenden, Mr R Mantel & Ms Josie Daman. Ms Josie Daman is liaising and currently awaits a response.

12.4 WBC – New timetable for local plans (circulated 5/11/18). Noted.

12.5 WBC – statement of community involvement consultation (circulated 12/11/18). Noted.

12.6 WBC – Local plan update consultation (circulated 28/11/18). Noted.

12.7 WBC – Involving you in planning (circulated 28/11/18). Noted.

13. Correspondence circulated by email:

13.1 Twyford representation on HBUG Committee (circulated 17/10/18). Noted.

13.2 Neighbourhood planning: wildlife data and maps workshop (circulated 16/10/18). Carried forward.

13.3 Response from Dr Phillip Lee MP, 5-year land supply & planning matters (circulated 28/9/18).
Noted.

13.4 TVERC new service – Neighbourhood Plan Report (circulated 27/11/18). Noted.

14. Date of next meetings – Monday 7th January 2019 at Stanlake Pavilion (Working Group) & Tuesday 8th January 2019 at Loddon Hall (Sub-Committee).

Meeting Closed at 19:43